

# Nation Ford High School



## Student/Parent Handbook 2018-2019

The mission of Nation Ford High School is for students to graduate with the knowledge and skills to succeed in college and the workplace and to become life-long learners who value and contribute positively to self, family and community.

### **Nation Ford Alma Mater**

**Soaring high against the sky  
We'll spread our wings and fly.  
With twists and turns along the trail,  
the choice is ours to never fail.**

**Always loyal, ever bold  
Red and black we will behold.  
Marching on toward victory  
Forever falcons we will be!**

Dear Parents and Students,

Welcome to Nation Ford High School! You are a part of one of the best schools in the country. We provide students with a number of academic and extra-curricular opportunities that allow them to have a rich and successful high school experience.

It is our goal to graduate students who can compete in a global society and live their life with purpose.

This handbook has been developed to assist students and their parents/guardians to have a better understanding of our expectations and policies. It is crucial that parents and students take time to read it and become familiar with our school's rules and regulations. Please note that, if needed, the policies/regulations may be amended, modified or discontinued at any time.

I look forward to a great year at NFHS! I wish you the best of luck and much success!

Sincerely,  
*Mr. Jason B. Johns, Principal*



**The contents of this handbook may be revised or amended, as needed, at any time during the school year.**

**Nation Ford High School**  
1400 A.O. Jones Blvd.  
Fort Mill, SC 29715  
Phone (803) 835-0000 Fax (803) 835-0010  
<http://nfhs.fortmillschools.org>

Principal Jason Johns <a href="mailto:johnsj@fortmillschools.org">johnsj@fortmillschools.org</a>	Registrar Scarlett Westmoreland <a href="mailto:westmorelands@fortmillschools.org">westmorelands@fortmillschools.org</a>
Assistant Principal for Freshman/Student Services Dr. Emily McQuay <a href="mailto:mcquaye@fortmillschools.org">mcquaye@fortmillschools.org</a>	Band Director Martin Dickey <a href="mailto:dickeym@fortmillschools.org">dickeym@fortmillschools.org</a>
Assistant Principal for Curriculum/Instruction Debra E. Miller <a href="mailto:millerde@fortmillschools.org">millerde@fortmillschools.org</a>	Front Office Receptionist Michele Martin <a href="mailto:martinm@fortmillschools.org">martinm@fortmillschools.org</a>
Assistant Principal for Attendance/Facilities Pam Pittman (A-G Alpha Range/Grades 10-12) <a href="mailto:pittmanp@fortmillschools.org">pittmanp@fortmillschools.org</a>	Administrative Secretary Dana Gibson <a href="mailto:gibsond@fortmillschools.org">gibsond@fortmillschools.org</a>
Assistant Principal for CATE/Books/Safety Ernest Poag (P-Z Alpha Range/Grades 10-12) <a href="mailto:poage@fortmillschools.org">poage@fortmillschools.org</a>	Attendance Clerk Katie O'Brien <a href="mailto:obrienk@fortmillschools.org">obrienk@fortmillschools.org</a>
Assistant Principal for Special Services/Testing Anthony Scorsone (H-O/Grades 10-12) <a href="mailto:scorsonea@fortmillschools.org">scorsonea@fortmillschools.org</a>	Bookkeeper Annette Irvin <a href="mailto:irvina@fortmillschools.org">irvina@fortmillschools.org</a>
Athletic Director James B. Shackelford <a href="mailto:shackelfordj@fortmillschools.org">shackelfordj@fortmillschools.org</a>	ISS Coordinator Craig Brown <a href="mailto:brownc@fortmillschools.org">brownc@fortmillschools.org</a>
Guidance Counselors Alex Market (10-12/ A-E) <a href="mailto:marketa@fortmillschools.org">marketa@fortmillschools.org</a>	School Nurses Kim Dixon <a href="mailto:dixonk@fortmillschools.org">dixonk@fortmillschools.org</a>
Dr. Kirkley Russell (F-Li) <a href="mailto:russellk@fortmillschools.org">russellk@fortmillschools.org</a>	Lori Stout <a href="mailto:stoutl@fortmillschools.org">stoutl@fortmillschools.org</a>
Christina Bednarz (10-12/Lo-Sa) <a href="mailto:bednarzc@fortmillschools.org">bednarzc@fortmillschools.org</a>	Media Specialist Julie Hooper <a href="mailto:hooperj@fortmillschools.org">hooperj@fortmillschools.org</a>
Staci Dreher (10-12 Sc-Z) <a href="mailto:Drehers@fortmillschools.org">Drehers@fortmillschools.org</a>	Special Services Clerk Linda Fischer <a href="mailto:fischerl@fortmillschools.org">fischerl@fortmillschools.org</a>
Abby Duncan (9 <sup>th</sup> Grade/A-L) <a href="mailto:duncana@fortmillschools.org">duncana@fortmillschools.org</a>	Food Service Manager Judy McManus <a href="mailto:mcmansuj@fortmillschools.org">mcmansuj@fortmillschools.org</a>
Marla McKenzie (9 <sup>th</sup> Grade/M-Z) <a href="mailto:mckenziem@fortmillschools.org">mckenziem@fortmillschools.org</a>	School Resource Officer David Prescott <a href="mailto:prescottd@fortmillschools.org">prescottd@fortmillschools.org</a>
Guidance Receptionist Brandi Spratt <a href="mailto:sprattb@fortmillschools.org">sprattb@fortmillschools.org</a>	Campus Security Associate Pete Tuipolotu <a href="mailto:tuipolotup@fortmillschools.org">tuipolotup@fortmillschools.org</a>
Power School Coordinator Anita Benfield <a href="mailto:benfielda@fortmillschools.org">benfielda@fortmillschools.org</a>	

# FORT MILL SCHOOLS

2233 Deerfield Drive  
Fort Mill, SC 29715  
(803) 548-2527

## District Administration

Superintendent  
Dr. Chuck Epps

Asst. Supt. for Personnel & Instruction  
Marty McGinn

Asst. Supt. for Finance & Operations  
Leanne Lordo

Asst. Supt. for Admin. & Student Services  
Dr. Tommy Schmolze

Director of Middle and Secondary  
Education  
Dr. Michael Waiksnis

Director of Elementary Education  
Ann Bogan

Director of Special Services  
Amy Maziarz

Directors of Technology  
Brian Spittle – Network Eng.

Coordinators of Teacher Quality  
TBD (Elementary)  
Gina Jenkins (Secondary)

Coordinator of Assessment/Accountability  
Jan West

The mission of the Fort Mill School District, distinguished by a tradition of excellence, is to educate our students to their greatest potential in order that they can assume productive roles in a challenging and ever changing world through an advanced, innovative curriculum and an alliance between progressive professionals and a caring, informed and involved community.

## Board of Trustees

Kristy Spears, Chairman  
[spearsk@fortmillschools.org](mailto:spearsk@fortmillschools.org)

Diane Dasher  
[dasherd@fortmillschools.org](mailto:dasherd@fortmillschools.org)

Wayne Bouldin  
[bouldinw@fortmillschools.org](mailto:bouldinw@fortmillschools.org)

Tom Audette  
[audettet@fortmillschools.org](mailto:audettet@fortmillschools.org)

Michele Branning, Vice Chair  
[branningm@fortmillschools.org](mailto:branningm@fortmillschools.org)

Dr. Scott Frattaroli  
[frattarolis@fortmillschools.org](mailto:frattarolis@fortmillschools.org)

Patrick White  
[whitep@fortmillschools.org](mailto:whitep@fortmillschools.org)

The goal of the Fort Mill Public Schools is to provide quality educational opportunities and experiences within the framework of an increasingly humane and concerned learning environment for all Fort Mill Township students.

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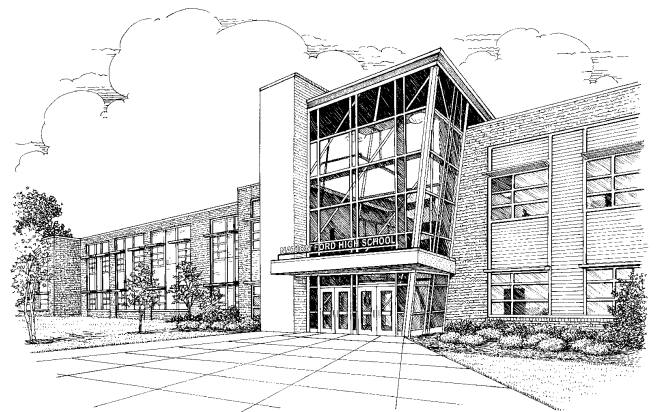
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## GENERAL INFORMATION

All students should follow the bell schedule daily. In the event of any changes to the bell schedule students will receive notification from administration and faculty.

### 2018-2019 Bell Schedule

#### FLEX Schedule

8:10	Building Opens
8:25	Halls Open
8:40-10:02	1 <sup>st</sup> block
10:02-10:12	Break/2 <sup>nd</sup> breakfast
10:12-11:34	2 <sup>nd</sup> block
11:34-12:01	A Lunch
12:40-2:05	A Lunch 3 <sup>rd</sup> block
1:09-1:31	B Lunch
11:42-1:04	B Lunch 3 <sup>rd</sup> block
1:39-2:09	FLEX
2:17-3:40	4 <sup>th</sup> block
4:00	Building Closed- no students unless supervised by teacher/coach

#### Activity Schedule

8:10	Building Opens
8:25	Halls Open
8:40- 10:02	1 <sup>st</sup> Block
10:10-11:32	2 <sup>nd</sup> Block
11:32-12:00 12:08-1:30 1:07-1:30 11:40-1:02	A Lunch A Lunch 3 <sup>rd</sup> block class B Lunch B Lunch 3 <sup>rd</sup> block class
1:38-2:50	4 <sup>th</sup> Block
2:55-3:40	Activity
4:00	Building Closed

#### Homeroom Schedule

8:10	Building Opens
8:25	Halls Open
8:40-9:57	1 <sup>st</sup> block
10:05-10:20	Homeroom
10:28-11:45	2 <sup>nd</sup> block
11:50-12:12 12:20-1:37 1:15-1:37 11:53-1:10	A Lunch A Lunch 3 <sup>rd</sup> block B Lunch B Lunch 3 <sup>rd</sup> block

1:45-2:15	FLEX
2:23-3:40	4 <sup>th</sup> block
4:00	Building Closed

#### 1 hour delay schedule (no break in morning)

9:10	Building Opens
9:25	Halls Open
9:40-10:57	1 <sup>st</sup> block
11:05-12:22	2 <sup>nd</sup> block
12:27-12:49 12:57-2:14 1:52-2:14 12:30-1:47	A Lunch A Lunch 3 <sup>rd</sup> Block B Lunch B Lunch 3 <sup>rd</sup> block
2:22-3:40	4 <sup>th</sup> block
4:00	Building closed

#### 2 hour delay schedule (no break in morning)

10:10	Building Opens
10:25	Halls Open
10:40-11:40	1 <sup>st</sup> Block
11:50-12:50	2 <sup>nd</sup> Block
12:27-12:49 12:57-2:14 1:52-2:14 12:30-1:47	A Lunch A Lunch 3 <sup>rd</sup> block class B Lunch B Lunch 3 <sup>rd</sup> block class
2:40-3:40	4 <sup>th</sup> block
4:00	Building closed

\*Students are required to be out of the building by 4:00 PM unless accompanied with a staff member.

### **EARLY MORNING TUTORING**

Early morning tutoring is from 7:00-8:05. Students must enter through the student entrance, sign in, and have a valid teacher pass.

### **SHUTTLE CLASSES**

Nation Ford and Fort Mill High Schools share several classes. These classes are provided during 1<sup>st</sup> and 4<sup>th</sup> blocks. A shuttle will be provided to students taking classes at FMHS. Students are not allowed to drive their own vehicles to FMHS.

Students enrolled in shuttle classes must meet the shuttle in the bus loop (near the gym). Students who miss the shuttle will be required to sit in ISS for the block and may miss class.

#### **Shuttle Schedule (Bus Rules Enforced)**

1 <sup>st</sup> Block	8:25	Depart NF to FM
	8:39	Arrive at FM
	10:05	Depart FM to NF (return trip)
	10:09	Arrive at NF
4 <sup>th</sup> Block	1:45	Depart NF to FM
	1:59	Arrive at NF
	3:25	Depart FM to NF (return trip)
	3:43	Arrive at NF

### **FERPA NOTICE**

The Family Educational Rights and Privacy Act (FERPA) of 1974 permits the school district to release certain information, known as “directory information”, to certain people or institutions, unless you request in writing that such information not be released.

In many cases, requests for this type of information come from the news media or the armed forces for recruiting purposes. “Directory information” may include students’ name, address, and telephone number; date and place of birth; participation

in officially-recognized activities and sports; weight and height of athletic team member; dates of attendance; the most recent educational agency or institution attended by the student; and photographs or other similar information.

Photographs may occasionally be taken of students for use in the news media or school district publications. We will not release any “directory information” for commercial or other purposes not related to school business. If you do not wish us to release “directory information” and/or to have your child appear in a photograph, videotape, film or slide, please notify the school within ten (10) working days after publication of this notice. At registration you were also given the opportunity to complete your “Directory Information” preference. Otherwise, it is not necessary to take any action. If you have any questions on this notification, please call the school.

FERPA requires school districts to provide annual notice to parents/guardians and adult students of their rights to inspect, review, and amend education records, consent to disclose personally identifiable information in education records, and file a complaint.

The FERPA notice should specify who constitutes a “school official” and when a school official has a “legitimate educational interest” in accessing records. If a district contracts with outside parties to provide services requiring access to education records, such as a vendor hosting a secure website, the FERPA notice should include such parties in its definitions of school official and legitimate educational interest. School districts also must provide annual notice of what has been designated as “directory information” that is disclosable to the public, and annual notice that certain information about high school students is provided to military recruiters. Parents may opt out of disclosure of such information.

## **FOOD SERVICE**

The NFHS cafeteria staff prepares breakfast and lunch for students. Breakfast is provided from 8:10-8:40 and 10:02-10:12. Students will be assigned to one of three lunches based on his/her 3<sup>rd</sup> block teacher/class. Students are expected to eat their meals in the commons or courtyard, and they are expected to clean up after themselves. Cutting in the lunch line is unacceptable and will result in being moved to the back of the line.

Cash or checks are accepted at the cash registers. Prepays are encouraged and can be made weekly, monthly or yearly. The money should be sent in on Monday morning of each week OR payments can be made at [www.mealpay.com](http://www.mealpay.com). The *Meal Pay* service is turned off during the summer but will be activated on August 20. Parents will need their child's 12 digit student ID number (located in PowerSchool) to enroll their student in the program. Students will access the account by entering the last 6 digits of their ID number when they get ready to pay for their meals.

Free and reduced meal prices are available for those students who qualify. Students are responsible for meal payments until the application is approved. Applications are available on the district website as well as at the front office. Students approved for free meals receive breakfast and lunch.

Any meal refunds must be picked up from the school no later than June 20. Money remaining on an account will transfer to the correct school or new school year if desired.

### **Meal Prices**

Student Breakfast	\$1.35 regular \$0.30 reduced
Student Lunch	\$2.50 regular \$3.00 combo \$0.40 reduced

## **HEALTH SERVICES**

The NFHS school nurse is available from 8:30-3:45. Appointments with the nurse can be scheduled through the office. It is imperative that parents/guardians contact the nurse if their student has any health concerns or allergies that might impact his/her school day. When a student becomes ill at school, every effort will be made to contact the parent/guardian. When a parent contact cannot be reached, emergency contacts will be called. Administration and/or the nurse will call 911 if needed.

### **Sickness at School**

Students who become ill during the school day should obtain a pass from their class teacher to go to the nurse's office. The nurse will assess the students and, if needed, will make arrangements for the student to go home. The nurse will contact a parent or guardian. Students must sign out with the attendance office prior to leaving school. The nurse will determine if a student leaving in excused or unexcused.

### **Immunizations**

The South Carolina General Assembly passed legislation requiring all students to present a valid South Carolina Certificate of immunization.

Immunization requirements for school admittance apply to all grades (5 year old kindergarten through grade 12). A South Carolina Certificate of Special Exemption may be issued to transfer students while awaiting arrival of medical/immunization records from previous areas of residence. This certificate may be obtained and issued from the school and shall be valid for only (30) thirty calendar days from the date of enrollment. At the expiration of this special exemption, the student must present valid South Carolina Certificate of Immunization or a valid South Carolina Certificate of



## Religious Exemption\* or Medical Contraindication\*.

\*The South Carolina Certificate of Religious Exemption/Medical Contraindication can be obtained from the County Department of Health and Environmental Control (DHEC).

### **Medication Policy**

When possible, all medications should be given to students before or after school by the parent or guardian. Please note that the school district may reject requests for certain medications to be given at school according to district guidelines. A signed Medication Authorization form (M105) must be on file in your child's school health room and signed by your child's health care provider for prescription medications and parent /guardian for over-the-counter medication in order for any medication to be administered at school.

### **Administration of Medications**

#### Prescribed Medications

Prescription medications are medicines that require a written prescription from a health care practitioner. In order for a child to be given a prescription medicine at school, the child's health care practitioner and the child's parent /guardian must sign a medication permission form (M105) for each prescription medication to be given at school.

The responsible adult should deliver the medicine and the permission form to the school. The medicine must be in the original container with the label on it from the pharmacy. No Ziploc bags will be accepted.

If a prescription medicine is currently being given at school and needed while your child is on a field trip, the parent/guardian must bring and supply the medicine to the school by the day of the field trip. It must be in the original, marked container. Additional labeled bottles may be obtained from your

pharmacy. Medication from the health room will not be sent on a field trip, unless it is an emergency rescue medication.

### Over-the-Counter Medications

In order for a student to be given nonprescription medicines at school, the student's parent/guardian must provide the medication. The students' parent/guardian must sign a Fort Mill School District Medication Authorization Form (M105) and have it on file in the School Health Room. The medication must be in the original container with the label on it.

### **Health Screenings**

The State of South Carolina requires schools to provide the following evaluations annually:

Vision Screening 9<sup>th</sup> grade

Blood Pressure Screening 9<sup>th</sup> grade

### **Protocol for Pediculosis (Head Lice)**

In April of 2009, the Fort Mill School District changed the protocol for the treatment of Head Lice. This change was based on the recommendations of the American Academy of Pediatrics and the National School Nurse Association. Lice are tiny insects that live in any human hair: they hatch from small eggs called nits, which are attached to the base of individual hairs. The nits hatch in about ten days and reach maturity in about two weeks. As the louse feeds on its host, it injects saliva into the wound resulting in the local irritation and itching. Nits (small round or oval, white specks) can attach firmly to the hair shafts, less than 1/2" from the scalp or live insects are present on the scalp, or hair. This condition requires treatment at home, and physician contact for recommendation.

### **Insurance Program**

The district makes an optional student accident insurance program available to parents/guardians at a minimal cost.

Parents/guardians make payments for this coverage directly to the company offering the insurance.

The district covers middle and high school students engaged in sports through a separate insurance program. High schools cover the cost of this special insurance through funds allocated to the school athletic program from the district office. Schools do not, however, pay the difference between the benefits students receive under the insurance program and any actual costs resulting from student accidents.

### **SCHEDULES**

The school day begins at 8:40 AM and concludes at 3:40 PM. Supervision will begin being provided at 8:10 AM—the time students are allowed to enter the building. Students should enter the building via the student entrance (near the auditorium/drop off loop) or the bus entrance (back side of building near gym). Supervision concludes at 4:00pm. All students should be out of the building unless they are with a teacher or coach.

### **SPECIAL SERVICES**

Fort Mill Schools provides a free, appropriate, public education for all students with disabilities, ages 3 to 21, who reside within the district. Each year the district seeks to identify all students with disabilities in need of special education services and related services. After identifying a student with a disability, a team of appropriate staff members and the parents/guardians of the student determine eligibility and the need for services. They then develop an Individual Education Plan to determine placement.

Fort Mill Schools provide a continuum of services to meet the needs of our students. To the greatest extent possible, we provide these services in the least restrictive environment. Related services help students with disabilities with accessing the general

curriculum. These services include nursing services, physical therapy, occupational therapy, speech therapy and transportation.

### **STUDENT FEES**

When students register for classes, they will be required to pay the following fees:

<b>Fee</b>	<b>Amount</b>	<b>Required/Optional</b>
District Instructional Fee	\$30	Required
Publication Fee	\$7	Required
PE Uniform	\$15	Required if have PE (may use MS)
Vocabulary Book	\$13	Required
Yearbook	\$80	Optional
Senior T-Shirt	\$15	Optional
Parking	\$50	Optional Grades 10 - 12

Note: Parking fees are nonrefundable. Semester permits are no longer being sold.

The yearbook will be sold during registration and at various times before the winter break. Due to the expense, extra yearbooks will be ordered only to cover students new to the district after the winter break. Students unable to pay the entire \$80 at once may pay in installments (minimum of \$5 increments) through February. Any student who leaves NFHS during the year should see the yearbook sponsor and leave a local telephone number of someone who can pick up the book, or \$5 and a forwarding address. Yearbooks not picked up will only be held until the beginning of the next school year.

### **TITLE IX**

It is the policy of Nation Ford High School not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Educational Amendment. Inquiries regarding compliance with Title IX may be directed to the guidance director office telephone 803-835-0034 or to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

## Co-Curricular Activities

### ATHLETICS

#### Eligibility

Students participating in competitive sports must meet all requirements specified by the South Carolina High School League. (Please read Summary which follows).

#### SCHSL Eligibility Policy

##### 1. Birth Certification

- Schools shall have on file a copy of an official birth document for all student athletes. Any questions on authenticity will be submitted to the League Office.
- Official birth documents must meet the following criteria:
  - It must be an original certified document
  - It must be obtained from the state, county, or city government in which the student was born
  - It must include the given and surnames
  - It must be legible and unaltered

2. A contestant must be under 19 years of age prior to July 1, 2007. (See your Athletic Director for exceptions to this rule.)

3. A contestant must not participate under an assumed name.

4. A contestant must be a student taking the equivalent of 4 units of credit for which no previous credit has been received. To participate in interscholastic activities, students in grade nine through eleven must achieve an overall passing average. To be eligible in the first semester a student must pass a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least three units must have been passed during the second semester or summer school. To be eligible second semester the student must meet one of the following conditions:

- If the student met first semester eligibility requirements then he or she must pass 2 units during first semester.
  - If the student did not meet first semester eligibility requirements then he or she must pass 2.5/3 units during first semester.
5. A contestant must not have received a high school diploma.
  6. A contestant must be academically eligible as mandated by state law.
  7. A contestant will be ineligible at the end of the fourth school year from the time that he or she first entered the ninth grade.
  8. A contestant must have attended school at least 60 days in the term immediately preceding the term of participation.
  9. A contestant must not violate his or her amateur status.
  10. A contestant must not have transferred as a result of recruiting or undue influence.

These rules apply to boys and girls as well as Varsity, J.V., 9<sup>th</sup> grade, and middle school teams. If there is any question concerning your eligibility for interscholastic activities, please consult the Athletic Director or write:

Jerome Singleton, Executive Director  
South Carolina High School League  
P. O. Box 211575  
Columbia, SC 29221-6575  
803-798-0120

#### Athletic Physicals

All athletes are required to have a complete and current physical form on file within the Arbiter Athlete website and available for the Athletic Trainer before they can participate in any activity.

### Athletics Admission Prices

Varsity Football	\$7.00
Pre-Sale Tickets	\$6.00
Season Tickets	\$36.00
JV/9 <sup>th</sup> grade Football	\$5.00
Volleyball	\$5.00
Wrestling	\$5.00
Basketball	\$5.00
Baseball	\$5.00
Track Meets	\$5.00
Soccer	\$5.00
Softball	\$5.00

### All Sports Pass \$50.00

(This pass excludes Varsity Football, Tournaments, and Playoffs). NO CHARGE for children 5 and under.

### Activity Fees

All Athletes are required to pay a \$100 fee per sport and must be paid online.

### Extracurricular Participation

Students who participate in extracurricular activities must be in attendance at least one-half of the school day on the day of the event. If the extracurricular event occurs on Saturday you must have been in attendance for at least one half of the school day on the Friday before.

### Sports Available to Students

#### Fall Sports

Sport	Men	Women
Varsity Football	X	
JV Football	X	
9 <sup>th</sup> Football	X	
Cross Country	X	X
Swimming	X	X
Varsity Cheer		X
JV Cheer		X
Volleyball		X
Girls Tennis		X
Girls Golf		X

### Winter Sports

Sport	Men	Women
Varsity Basketball	X	X
JV Basketball	X	X
9 <sup>th</sup> Basketball	X	
Varsity Wrestling	X	
JV Wrestling	X	
Varsity Cheer		X
JV Cheer		X

### Spring Sports

Sport	Men	Women
Varsity Baseball	X	
JV Baseball	X	
Boys Tennis	X	
Track	X	X
Varsity Softball		X
JV Softball		X
Varsity Lacrosse	X	X
JV Lacrosse	X	X
Varsity Soccer	X	X
JV Soccer	X	X
Boys Golf	X	

## **ORGANIZATIONS**

### **Clubs**

Students at Nation Ford High School have an excellent opportunity for self-direction and further training through the auspices of these organizations. There is a club to meet the needs of any student, whether the interest is in science, language, vocation, sports, or school and community service. Students share the responsibilities of organizing and evaluating the activities and work toward developing democratic leadership.

**Please click the tab that says “For Parents/Students” on the NFHS homepage and then click club info for more information.**

## **Student Publications**

### **The Ford**

The school yearbook is not just a collection of names or faces, but a collection of memories. It is a pictorial essay of student activities including both group and individual achievements. The staff is representative of all grade levels at Nation Ford High School.

### **The NAFO News**

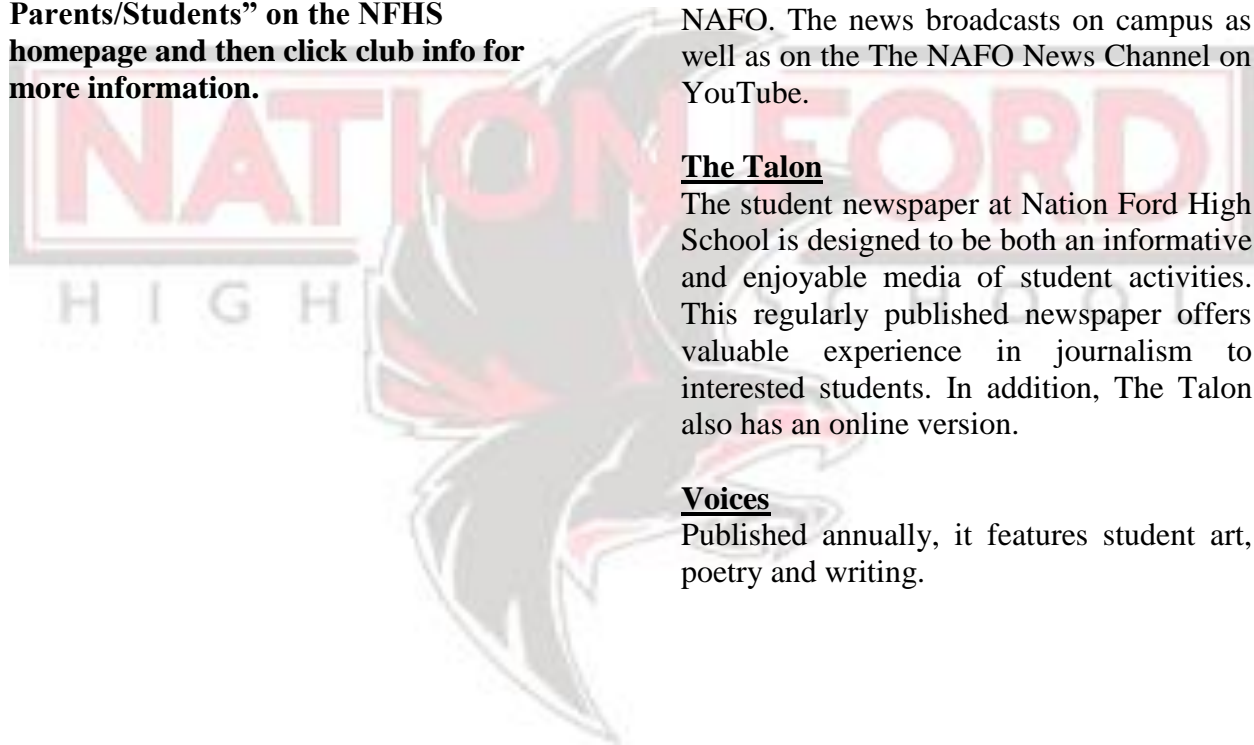
The NAFO News is Nation Ford’s weekly broadcast program which showcases life at NAFO. The news broadcasts on campus as well as on the The NAFO News Channel on YouTube.

### **The Talon**

The student newspaper at Nation Ford High School is designed to be both an informative and enjoyable media of student activities. This regularly published newspaper offers valuable experience in journalism to interested students. In addition, The Talon also has an online version.

### **Voices**

Published annually, it features student art, poetry and writing.



## Rules and Regulations

### ADDRESSING YOUR CONCERNS

At times a parent/guardian may have concerns about his or her child's performance or about a discipline issue. We are dedicated to helping you with this.

**Step One:** The parent/guardian should first discuss the issue with the specific teacher by telephone or in person after making an appointment.

**Step Two:** If the telephone conversation or meeting does not resolve the parent/guardian concern, then the parent/guardian should go to the appropriate assistant principal and discuss the issue by telephone or in person after making an appointment.

**Step Three:** If after speaking with the assistant principal the parent/guardian still cannot resolve the problem or concern, the parent/guardian should go to the principal and discuss the issue by telephone or in person after making an appointment.

### ATTENDANCE

#### Compulsory Attendance Law

The South Carolina Compulsory Attendance Law requires that a student attend school until he or she has reached seventeen years of age. It guarantees his/her right to remain in school, providing he/she is not disruptive and follows fundamental rules and regulations. Students are allowed the following number of unexcused absences before losing credit.

90 day semester class – 6 unexcused

#### Truancy

Any student who misses 5 unexcused days must meet with the attendance supervisor and formulate an intervention plan. If a student accumulates more than 10 unexcused absences, the student may be referred to a truancy prevention program or to court. Before a principal takes legal action, the

principal will notify the parent/guardian and allow that parent/guardian to present information for appeal.

### Excused Absences

Excused absences must meet one of the following criteria listed below. Excused absences are not “erased” from a student's attendance record. Excusing the absence means there is a legal/valid reason for the absence.

#### Below is a list of excused absences:

- **Illness or injury** (requires a doctor's note)
- **Quarantine** (required by DHEC)
- **Bereavement** (death of mother, father, sister, brother, spouse, son/daughter, grandparent, great-grandparent, or guardian, aunt, uncle, cousin—funeral program or other documentation to verify deceased required)
- **Doctor Appointment**
- **Court proceedings**
- **Religious observance** (prior approval by principal)
- **Educational Opportunity** (prior approval by principal)
- **College Visits**—Attempt to schedule on school holidays. Seniors allowed to use two school days to visit out-of-town colleges. Juniors allowed one college day. Documentation on the college letterhead from the admissions office must be submitted.

### Excuses

All excuses must be turned in to the attendance office **within five days of the absence**. Late documentation will not be accepted.

Parents will receive a letter from the school attendance office when their child has accrued three and five unexcused absences. Student will be denied credit when they have accrued 6 unexcused absences. At that time

a credit denial letter will be sent home. When a student has reached 10 absences in a semester, lawful or unlawful, the principal will approve or disapprove each succeeding absence.

### **Attendance Recovery**

The purpose of attendance recovery is to provide students the opportunity to earn credit for a course that they could have passed but failed due to having 6 or more unexcused absences. Students who qualify for attendance recovery will be notified by administration and provided an opportunity to enroll in the recovery program. Once the days have been made up, credit will be restored and the original grade will be entered.

### **Appointments During the School Day**

Students are allowed to sign out for an appointment and sign back into school only if the appointment is an “excused” appointment and returns with documentation from that appointment. “Excused” appointments are with the following: physician, orthodontist, dentist, mental health center, court, or funeral. All other appointments must have prior approval by a principal.

### **Late Arrivals/Early Dismissals**

**Late arrivals/early dismissals must sign in/out through the Attendance Office.**

Early dismissal notes should include: reason for leaving, student's full name, parent's name and phone number for verification, parent's signature, date and time of dismissal. Students will not be dismissed after **3:00 PM** without prior approval by a principal.

- **No phone or email dismissals**

### **Abbreviated Senior Schedules**

Seniors may take only 3 classes each semester. As a result, some seniors may not arrive to school until 10:10AM or some may end their day early after 3<sup>rd</sup> block. These seniors must provide their own transportation.

Seniors approved for early release or delayed start must leave school or arrive at school promptly each day at the agreed time. It is understood that the school has relinquished its responsibility for the safety of such student upon his/her departure. Should a student desire to remain at school on any particular day, special permission must be received from the principal to do so. **Seniors without transportation must have full schedules.**

### **Student Drop-Off/Pick-Up Line**

Persons picking up/dropping off students are asked to use designated loop and must pull forward as much as possible to allow the maximum number of cars in the line. Failure to follow this procedure will result in disciplinary action. This is the only location for pick up and drop off before and after school. **Students are not allowed to be picked up at the front entrance from 3:00-4:00 or dropped off there prior to 8:40am.**

### **Student on Campus After 4 P.M.**

**Any student on campus after 4p.m. is trespassing.** If on campus after 4p.m. students must be under supervision of a staff member. This includes all indoor and outdoor facilities.

### **TARDIES**

When the tardy bell rings, all teachers will close their doors and no one will be allowed to enter without a pass. Students tardy to school must report to attendance for a pass. If a student is tardy to 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup> block they will report to ISS/time-out for that block. If a student fails to report to either attendance or ISS, he/she will be considered skipping and appropriate administrative action will be taken. The tardy policy is as follows:

**1<sup>st</sup> – 4<sup>th</sup> Tardy to class**—report to time-out

**5<sup>th</sup> Tardy to class** — report to time-out, 1 hour detention and parent contacted by school

**6<sup>th</sup> Tardy to class** — report to time-out, 2 hour detention

**7<sup>th</sup> Tardy to class** — report to time-out, Saturday d-hall

**8<sup>th</sup> Tardy to class** – report to time-out, 2 Saturday d-halls

**9<sup>th</sup> Tardy to class** –2 day ISS and parent conference

**10<sup>th</sup> Tardy to class** -2 days ISS, parent conference and disciplinary contract

**11<sup>th</sup> Tardy to class** -2 days OSS and parent conference before return

**12<sup>th</sup> Tardy to class** - Referral to alternative program and temporary suspension until intake meeting

*Students who are tardy to first block 4 or more times will receive an unexcused absence and the student reports to ISS for the remainder of the block. An unexcused absence will apply for each additional tardy.*

### **CHANGE OF ADDRESS AND/OR TELEPHONE NUMBER**

Any student who moves to another location must report the change of address to the Guidance Office immediately **BY BRINGING IN VERIFICATION**. Changes in telephone numbers should be reported also.

### **DRESS CODE**

Although the responsibility for the dress and appearance of students rests with each student and his/her parent/legal guardian, students are expected to show pride in

themselves and their schools by having their dress and appearance in accordance with good acceptable standards. The school administration and board discourage extreme styles of dress and grooming.

Students will dress in appropriate attire. Students are expected to dress in clothing that abides the district dress code policy. Logos or clothing that promotes alcohol, drugs, tobacco, racism, hate, gang affiliation, nudity, or profanity is not allowed. No clothing or accessories are allowed to disrupt the educational process. The administration reserves the right to determine what is appropriate for school.

The board may establish such administrative rules and procedures as necessary to enforce this policy.

In the interests of health, safety, cleanliness, decency and decorum, students will follow these guidelines:

- Proper shoes must be worn at all times for safety reasons. Shoes with cleats may not be worn.
- Logos or clothing that promotes alcohol, drugs, tobacco, racism, hate, gang affiliation, nudity, or profanity is not allowed.
- No clothing or accessories are allowed to disrupt the educational process. The administration reserves the right to determine what is appropriate for school.
- Students may wear shorts, dresses, skirts, etc. whose length is no shorter than four inches above the knee.
- Tops must be long enough that they can be tucked into pants or shorts.
- No headwear (hats, caps, hoods, etc.) or sunglasses may be worn in the building by students upon arrival and until dismissal.



The following items are not appropriate for school:

- underwear that is visible
- pants or jeans with holes, tears or tattered to the extent that skin or underwear is visible above the knee
- see-through garments
- tank tops
- Blankets

If there is a disagreement between students and/or parents/legal guardians and the staff regarding the appropriateness of clothing, the principal will use discretion to make the decision. Disciplinary action regarding the enforcement of this policy is listed below:

- First offense - change clothes/in-school suspension (ISS) until clothes are brought
- Second offense - parent conference/ISS remainder of day, regardless; change clothes
- Third offense - ISS and/or afterschool detention
- Subsequent offenses - suspension

## **ELECTRONIC DEVICES**

**Applies to all students, including seniors with late arrival and early release.**

Students may possess cell phones in school and may use them in the commons only during the following times:

- Prior to 8:40 am
- After 3:40 pm (unless in after-school class or detention)
- No headphones are allowed with use of phone or any other device.
- during their assigned lunch

**Note: Cell phones must be completely powered off except for times listed above.**

**It is the student's responsibility to understand the functionality of their cell phones.**

Other electronic device violations include:

- Use of speakers that are audible to others
- Use of video camera or sound recording function of the device without school approval
- Inappropriate social media posts related to Nation Ford HS or its population
- To illegally enhance academic performance of self or another student. Student(s) involved will receive additional severe consequences for academic dishonesty AND may be banned from having such a device for the remainder of their attendance at NFHS.
- To engage in illegal or unethical behavior such as bullying, harassing, intimidating, or threatening other students. Student(s) involved will receive additional severe consequences AND may be banned from having such a device for the remainder of their attendance at NFHS.

School bus restrictions apply beyond these hours. Students needing an exception to this policy must receive prior permission from an administrator.

Students bring these devices to school at their own risk. Nation Ford High School will not be responsible for any lost, damaged, or stolen electronic devices brought to school.

A student in possession of an electronic device in conflict with this policy will have the device confiscated and will be subject to discipline as provided under the district's code of student conduct.

### **Consequences for Electronic Violations**

**1<sup>st</sup> Offense** – Student picks up at the end of the school day and sign a contract

**2<sup>nd</sup> offense** – Parent picks up at the end of the school day; Student serves Saturday detention.

**3<sup>rd</sup> offense** – Parent picks up at the end of the school day/conference; Student serves 2 days in ISS

**4<sup>th</sup> offense**- Parent picks up at the end of the school day/conference; Student serves 3 days of OSS; Disciplinary Contract

Any cell phone usage, picture taking or text messaging that results in students cheating or which cause arguments or major disruptions will result in the phone being confiscated and NOT returned until the end of the year. Major disruptions may result in suspension or expulsion.

**\*Refusal to relinquish device will result in immediate 2 days ISS (if device is finally relinquished). If student fails to relinquish the device once administration has arrived, the student will be suspended until device is turned over to school officials. Additional consequences will be at administration discretion. A parent conference will be required prior to student's return.**

### **Computer Acceptable Use Policy**

Students must have a signed parent permission form for internet use on file with guidance. These forms are part of the registration packet. According to district policy, all internet use must be in the support of curricular objectives. Failure to abide by these guidelines may result in revocation of your computer privileges.

### **Internet Access**

A policy describing acceptable user behavior and prohibited actions regarding the use of computers and network services at Nation Ford High School is in place. Students are

required to return a copy of this policy signed by the student and his/her parent/guardian before he/she is allowed to access any computer program on the school network. If students do not adhere to the guidelines, disciplinary action will be taken.

### **Computer and Internet Use**

Students must adhere to the following guidelines when accessing school technology:

- Students are expected to use computers and the internet for legitimate educational purposes.
- Students are not allowed to register the name, home address or telephone number of themselves or others in any location on the internet.
- Students should not download or upload any files to a computer hard drive, memory drive, or the internet without permission.
- Students will not search for, download, or print any material that violates schools computer rules.
- Students are not allowed to search for, download, install or print material that is inappropriate, offensive, or vulgar.
- Students will not use Telnet, Internet Relay Chats, Facebook or other interactive exchanges without permission.
- Students will not damage or alter computers, computer systems or computer networks.
- Student will not violate copyright laws.
- Students are not allowed to trespass on another's folders, work or files.
- Students are not allowed in computer labs without a teacher pass stating the nature of work to be performed.
- Students are NOT allowed to check non-school e-mail at school (some class exceptions).

### **ELEVATOR USE**

Use of the elevator requires special permission from school administration.

## **FUNDRAISING**

The **principal** must first approve all fund-raising projects conducted by students of Nation Ford High School before being submitted to the superintendent for final approval. Authorized fund-raising projects must comply with the following:

- No selling or fund-raising activities will be allowed to take place during instructional time.
- No fund-raising activities requiring door-to-door solicitation will be allowed.

Examples of activities that may be approved include bake sales, car washes, suppers, etc., during after-school hours.

## **LEAVING CLASS FOR OTHER AREAS OF SCHOOL**

Any student who goes from a class to any other area of the school must have a permit signed by the class teacher granting the permission. He/she must go directly and return promptly, returning the permit to the teacher who issued it. The contacted teacher, showing the time he/she left, must sign the permit.

## **LOST AND FOUND**

Lost and found items are kept in the office. Everyone is urged to cooperate by turning in all articles that are found and to inquire there for lost articles.

## **MESSAGES**

Messages will be taken for students **ONLY** in extreme emergencies.

## **OUTSIDE DELIVERIES**

Students are prohibited from receiving any deliveries from outside vendors. This includes flowers, food, balloons, etc.

Parents are asked to refrain from dropping off random items for students. The front office staff **WILL NOT** be responsible for delivering these items.

In the event that a parent **MUST** bring items for their child, they may leave it in the designated area by the front office; however, the child **WILL NOT** be called out of class.

## **POSTERS**

All posters, pictures, announcements, etc., that are displayed anywhere on the school premises must have **the approval of the administration** before they are displayed. If you put them up you must take them down.

## **PROM**

Student must be a Junior or Senior in order to purchase a ticket. The student must also have all fees and fines paid. Criteria for prom dates will be posted at ticket table.

## **SCHOOL BUSES**

If a student needs to temporarily ride a different bus, parents must fill out a Transportation Change Request form (found on the Transportation website) and submit it to their school. The school will contact the Transportation Department and confirm the availability of space on the bus. The school will notify the parents if permission is granted.

If a student has never ridden the bus or if a permanent stop change is requested, parents must fill out a Transportation Change Request form and submit it to either their child's school or the Transportation Office. We cannot transport a child without signed permission from a parent / guardian. Verbal requests on the phone will not be approved.

Students are not allowed to bring the following items on to a school bus animals, insects, glass containers, weapons, balloons, balls, drinks or food, oversized items including band instruments which obstruct the driver's view, block the aisle or exits, or displace a student from a seat. Any item or object which will interfere with the safe operation of the school bus is not permitted.

Electronic devices such as cell phones, radios, tape players, compact disc players, MP-3 players or similar devices and electronic games are permitted on the bus if equipped with headphones and if they cannot be heard by the driver or other students. These devices are for individual use and are not to be shared or displayed with other riders.

Cameras or any electronic devices that have photographic capabilities are not to be used in an unethical or illegal manner on a school bus.

Approved items carried on to the school bus must remain in the student's book bag or in the student's immediate possession.

## **SCHOOL SAFETY**

### **Procedures**

As part of our district safety procedures, each school develops a plan that provides for the protection of students in the event of a disaster. During the first month of each semester, schools conduct at least one disaster emergency drill. Each school also conducts a fire drill at least once each month. These drills teach students how to promptly and orderly evacuate the building in an emergency. In addition, the transportation office conducts at least two bus evacuation drills each school year.

### **Fire Drills**

Each classroom teacher will review fire drill evacuation plans. To prevent a possible tragedy, we must all cooperate to insure that everyone knows his/her proper route out of the building in case of fire. Refer to FORT MILL SCHOOL DISTRICT 4 Crisis Management and Securities Plan for further instructions.

### **Tornado Drills**

In case of a tornado warning, teachers should do the following:

- Have students move away from the window.
- Have students sit on the floor with their head placed between their knees and covered by their arms.
- Allow no talking or playing.
- Have students in gym, library or cafeteria go to an area away from windows and follow the same procedures.
- Remain in the protected position until the "all-clear" has sounded.

Refer to FORT MILL SCHOOL DISTRICT 4 Crisis Management and Securities Plan for further instructions.

### **Security System**

As part of the school security program, a digital monitoring system will run 24-hours a day. The purpose of the system is to improve security by displaying live images of activities throughout the school and to improve investigative effectiveness by providing taped coverage. Cameras are located throughout the school. Anyone found tampering with the system in any way will be prosecuted to the full extent of the law and school discipline policy.

### **STUDENT DRIVERS**

Driving to school is a privilege, and this privilege may be revoked for violation of any school rule. Students in grades 10 – 12 wishing to purchase a driving/parking permit must have a valid driver's license (no permits) and must have completed Alive @ 25 or some other approved defensive driving course. Driving/parking permits are \$50/year and can be purchased in the front office or at registration on a first come first serve basis.

Below is a list of guidelines for student drivers:

- The school is not responsible for any property or for any damage to vehicles parked on campus.
- Parking permits must be hung from rearview mirror. Permits must be current!

- Replacement permits may be purchased for \$5.00.
- All parking permits are non-transferable.
- Do not park in a manner that prevents another vehicle from entering or leaving the parking lot.
- Do not sit in cars or loiter around vehicles after arriving at school.
- Do not go to the parking lot without permission from an administrator.
- Skipping school, driving dangerously, or violating other school rules may result in the loss of parking/driving privileges.
- Keep all automobiles locked to prevent theft.

The 5<sup>th</sup> tardy to school will result in the loss of driving privileges for the remainder of the term. No refunds!

### **Parking Violation Fines**

**1<sup>st</sup> Offense: \$20**

**2<sup>nd</sup> Offense: \$25**

**3<sup>rd</sup> Offense: \$30**

**4<sup>th</sup> Offense: Suspension of driving**

**5<sup>th</sup> Offense: Driving Revoked**

**6<sup>th</sup> Offense: Vehicle Towed**

### **STUDENT DRIVER RULES AND REGULATIONS**

**To drive a car on campus students must obey the following rules and regulations:**

- 1) Vehicles must be operated on campus in a safe manner and not exceeding a speed of 10 m.p.h.
- 2) Student vehicles must have a valid properly displayed hang tag on the rearview mirror in order to park on campus.
- 3) The parking lot is off limits during the school day. All students must leave the parking area immediately after parking their vehicles and not return until after school. After school, students must leave school property immediately unless involved in extracurricular activities.

4) No student may register a car and then duplicate, give, or sell his or her parking permit to another student. If this occurs, parking privileges will be revoked for both students. (Including students graduating early.)

5) Parking on school property is a courtesy extended to students in grades 10, 11, and 12

6) Students must provide Coach Tui with change of vehicle information as soon as it is known. All vehicles parked on campus must be registered with the parking office. It is the students' responsibility to inform us. Students who do so will be subject to a fine/first offense.

7) A temporary parking permit can be obtained from Coach Tui for emergency use. The student must have previously purchased a parking hang tag. If a student has purchased a parking hang pass, he/she is allowed three free temporary parking passes. After those three, each will be \$1. **NO EXCEPTIONS.**

8) Stereo volume must not disrupt the school atmosphere before, during, or after school hours as determined by the administration and staff.

9) Students may not sit in parked cars on campus. Students should exit cars once arriving to school.

**10) Reckless driving will result in loss of parking privileges.**

11) There is to be no horseplay in the parking lot (Football, skateboards, soccer balls, etc...). All cars on school property are subject to being searched.

### **THEFT PREVENTION**

The best method to stop thefts at school is to be conscious of the fact that opportunities for thefts to occur can be eliminated. Each

student and employee of the school has a responsibility in theft prevention.

**The school cannot be responsible for items that are lost or stolen.**

Listed below are some helpful hints to prevent theft while on campus:

- Never leave valuables or purses unattended.
- Never leave anything other than clothing in your locker during physical education. **Valuables should be given to the instructor.**
- Always check the lock on your locker to make sure it is properly closed. Avoid allowing anyone else to see your combination or giving it to friends.
- Band instruments should never be left unprotected.
- **Always keep your car locked. Never leave valuables visible in your car.**
- Cell phones, money, and shoes are the most frequently stolen items in the school.

### **Transferring Schools**

Any pupil who transfers during the school year should, on the last day he attends, report to the office and return school property. No records will be sent to another school until a student has returned books and paid all fees.

### **Vending Machines**

Drink and snack machines are available for student's use before school, during all breaks, during lunches, and after school. **No drinks/snacks will be permitted in the classrooms.** The machines will remain on our campus provided students are responsible for seeing that drink containers and wrappers end up in the proper trash disposal. Drinks and snacks **may not** be purchased during class time. Water may be allowed in the classroom at the discretion of the teacher.

## **CODE OF CONDUCT**

Laws of South Carolina State:

**Section 21-230** outlines the general powers and duties of school trustees and provides that the Board of Trustees shall promulgate "scholastic standards of achievement and standards of conduct and behavior that must be met by all pupils as a condition to the right of such pupils to attend the public schools of such district. The rules shall take into account the necessity of proper conduct on the part of all pupils and the necessity for scholastic progress in order that the welfare of the greatest number of pupils shall be promoted not withstanding that such rules may result in the ineligibility of pupils who fail to observe the required standards, AND REQUIRE THE SUSPENSION OR PERMANENT DISMISSAL OF SUCH PUPILS."

Section 59-24-60 requires school officials to contact law enforcement authorities when criminal conduct occurs. In addition to other provisions required by law or by regulation of the State Board of Education, school administrators must contact law enforcement authorities immediately upon notice that a person is engaging or has engaged in activities on school property or at a school sanctioned or school sponsored activity which may result or results in injury or serious threat of injury to the person or to another person or his property as defined in local board policy.

### **Searches**

Pursuant to State Laws, persons entering school property are deemed to have consented to a search of their person or property. (Acts 373 of 1994).

### **Code of Conduct (JICDA Board Policy)**

The District's code of conduct and discipline is established to achieve and maintain order in the schools. In administrative rule JICDA-R, the board and the administration offer a list of offenses along with the required or

recommended dispositions for the information of students, parents and school personnel.

Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law.

The administrative rule is effective during the following times and in the following places:

- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by a school group;
- Off the school grounds at a school activity, function or event;
- In route to and from school on a school bus or other school vehicle or in a personal vehicle.

Students are required to conduct themselves at all times and places in a manner that will not be contrary to the best interest of the school. Conduct of the student in any manner, which materially disrupts class-work or involves substantial disorder or invasion of the rights of others is a basis for suspension or expulsion.

For any school-sponsored trip, each student must bring written permission signed by parents. Students will be subject to school rules while on trips.

Please remember that information regarding any inappropriate behavior (i.e. bullying, stealing, and drug use) can always be reported to administration or the Resource Officer by email, note or phone call. All information will be followed up on to the extent the law allows and appropriate action taken.

## **LEVEL 1 VIOLATIONS**

**Cheating** - Any act, which in itself would be considered as providing or receiving help on any schoolwork, will be dealt with as cheating. The first incident will result in a parent/guardian being notified, the student being referred to the principal, the student being given a zero on the work. For the second offense, the pupil shall be suspended from school for three (3) days.

**Class Disruptions** – Student is acting in a manner so as to interfere with the instructional process.

**Distribution of Unauthorized Materials** - The principal must approve and authorize student distribution of materials.

### **Failure to Dress Out**

Students failing to dress out for PE or ROTC will be disciplined unless prior permission was received from the instructor.

**Gambling**- Gambling on school property or at a school activity is not allowed.

**Laser Pointer**—Lasers are not allowed. They fall under the jurisdiction of electronic devices and will be confiscated and will not be returned.

**Leaving School Without Permission**- A student may not leave school grounds for any reason without checking out through the Attendance Office. This includes the time BEFORE school starts in the morning. *Using personal vehicle to leave school grounds without permission will mean a loss of parking privileges for the remainder of the term. Subject to two days ISS.*

**Obscene Material** - A student who is found with obscene or pornographic literature in his/her possession while at school will be subject to suspension for first offense and expulsion for second offense. (This includes slides, motion pictures, items on phones,

videos, computer programs, CD's, tapes and other materials.)

**Parking Violations** – Any student who does not abide by the rules as they relate to automobiles on campus, (see pg. 19-20) will be subject to suspension of their campus driving privileges.

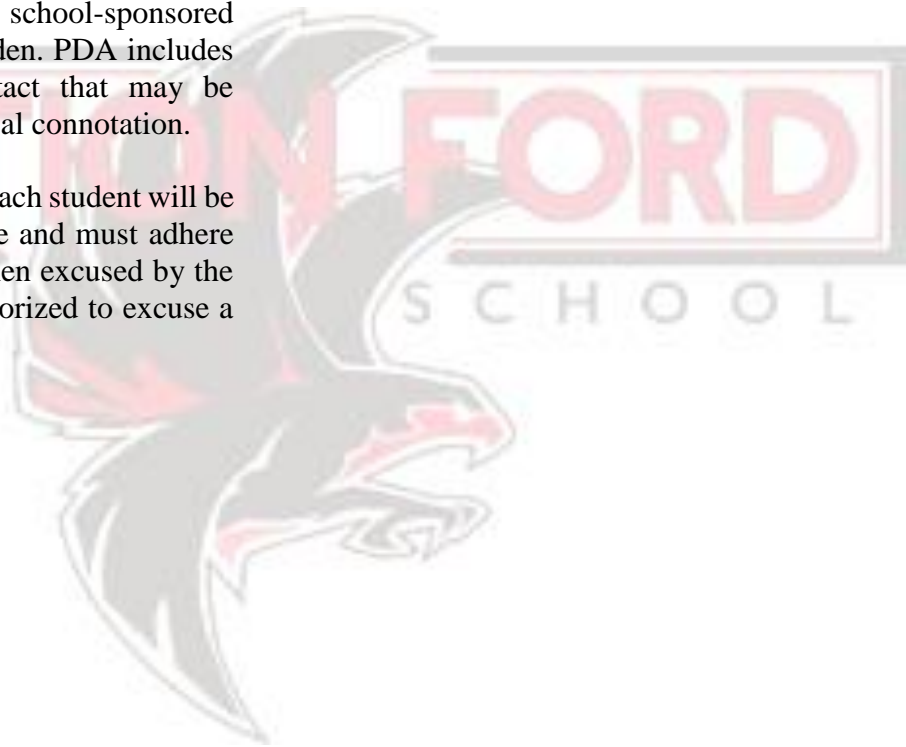
**Profanity** – Acts of profanity or abusive language by students will be disciplined by a principal.

**Public Display of Affection-** PDA on school property or during school-sponsored activities is strictly forbidden. PDA includes any kissing or any contact that may be construed as having a sexual connotation.

**Setting Own Schedule** - Each student will be assigned a school schedule and must adhere to this schedule except when excused by the principal or a teacher authorized to excuse a

student. Should it become apparent a student is not adhering to his/her set schedule, then the student and parents will be contacted and the student will be subject to suspension. Truancy charges may be filed.

**Skipping/Staying on Campus** – Students must be in their assigned classes. Any student who skips a class, but does not leave campus, will be subject to detention and/or suspension. Students will also receive an unexcused absence.





## LEVEL I OFFENSES

Discipline	First	Second	Third	Fourth
<b>Cheating/Plagiarism</b>	Parent contacted by teacher "0" on assignment Letter in file	Same as first 3 days OSS Parent Conference	Recommend Expulsion	
<b>Profanity</b>	1 hr. D-Hall, Notify Parents	2 hr. D-Hall	Saturday D-Hall	Saturday D-Hall
<b>Leaving School Grounds w/o Permission</b>	2 days ISS Notify Parents Parking Privileges denied (2 weeks)	2 days OSS Parking Privileges revoked (remainder of term)	Referral to Alt. Program	
<b>Setting Own Schedule</b>	Admin discretion	2 days ISS	2 days OSS	
<b>Possession of Laser Pointer</b>	Confiscate, will not return Notify Parents	Confiscate 2 days OSS		
<b>Tardy to 1st block</b>	1st offense UNX TARDY	2nd offense UNX TARDY	3rd offense UNX TARDY Notify Parents	4th offense and beyond- UNX TARDY ISS rest of block
	5th offense- 1 hr D-hall UNEX ABSENCE	6th offense- 2 hour d- hall UNEX ABSENCE	7th offense- Saturday D-hall UNEX ABSENCE	8th offense- 2 Sat D- halls UNEX ABSENCE
	9th offense- 2 days ISS, Parent Confernce UNEX ABSENCE	10th offense- 2 days ISS, UNEX ABSENCE, Discipline Contract	11th offense- 2 days OSS, Parent conference before return to school	12th offense- alternative program
<b>Tardy to 2nd, 3rd, or 4th</b>	1st-4th tardy- report to ISS- UNEX tardy Report to ISS	5th-12th tardy- follow consequences above		
<b>Wearing Hats, sunglasses, headphones</b>	Confiscate until end of day	Confiscate until end of term	Treated as defiance (see level 2)	
<b>Obscene Literature/Media/Distributio n of Unauthorized Materials</b>	2 days OSS, Notify Parents Confiscate cell phone (if used in offense, refer to phone violation policy)	5 days OSS	Recommend Expulsion	
<b>Skipping/Staying on Campus</b>	4 hr. D-Hall	1 day ISS	2 days OSS	Alt. School
<b>Dress Code Violation</b>	Change Clothes Timeout until clothes arrive	ISS remainder of the day	ISS remainder of the day 4 Hr. Sat. D-Hall	ISS remainder of the day 2 additional days of ISS
<b>Failure to serve 1 hr. D-Hall</b>	2 hr. D-Hall	4-hr Sat. D-Hall	2 days OSS	
<b>Cell Phones/Electronic Devices</b>	Confiscated until end of day Student retrieves/contract	Confiscated until end of day 4-hr Sat. D- hall Parent retrieves/contract	Confiscated until end of day 2 days ISS Parent retrieves/conference	Confiscated until end of day 3 days OSS
<b>Class Disruption</b>	Sent to Time-Out, Student assigned a lunch detention, Parents notified by teacher/admin	Sent to Time-Out, 1 Hour Detention, Parents notified by administrator	Sent to Time-Out, 2 Hour Detention, Parents notified by administrator	4th: 4 Hour Saturday detention, disciplinary contract, parent conference 5th: Alternative Program
<b>Public Display of Affection</b>	1 hour d-hall, parents notified	4 hour Saturday D- hall, parents notified	2 days OSS, mandatory parent conference	
<b>Forgery</b>	Unexcused Absence 4 hr. Sat. D-Hall	2 days ISS	3 days OSS	Possible Charges
<b>In Unauthorized Area</b>	1 hr. D-Hall Possible Search	4 hr. Sat. D-Hall Possible Search	2 days ISS	2 days OSS
<b>Illegal Use of Internet</b>	Admin Discretion	4 hr. Sat. D-Hall	2 days ISS	
<b>Failure to Clean Lunch Table</b>	Work Detail Lunch Detention	Work Detail 2 days Lunch Detention	Work Detail 1 hr. D-Hall	
<b>Gambling</b>	2 days ISS	3 days OSS		
<b>Horseplaying</b>	*Level of horseplay/admin discretion	4 hr. Sat. D-Hall	1 day ISS	2 days ISS

## **LEVEL II VIOLATIONS**

**Abusive Language** - Acts of abusive language by students will be disciplined by a principal who may give a suspension or recommend expulsion. (No student shall direct toward any person any language which is abusive or insulting or any sign or act which is abusive. This includes 1) engaging in malicious gossip or cursing, 2) using vulgar or obscene language, 3) using abusive language, including slurs or insults intended to mock a person's race, religion, sex, national origin, disability or intellectual ability, or 4) using sexually offensive or degrading language.)

### **Abusive Language to Staff Member**

A student who directs profane language or gestures to a staff member will be subject to suspension or expulsion. (Refer to Level 1 Violation, Item #2 for further clarification.)

### **Dangerous Driving**

All students are expected to respect and obey all regulations associated with driving on campus. Any violations of these rules will result in driving privileges revoked.

**Defiance of School Authority**--Any student who deliberately defies the authority of the school personnel by refusing to obey the orders of such personnel will be subject to suspension or expulsion.

### **Fighting/Physical Abuse**

Penalties for fighting among students will be left to the discretion of the principal. Under normal circumstances, a first offense is a three-day out-of-school suspension and arrest. A second offense is expulsion. A student who attempts to use, or uses, a lethal weapon (knife, ice pick, blackjack, firearm, pipe, belt buckle, etc.) will be suspended immediately and the principal will file a request for expulsion of the student. (Specifically prohibited are the following: Any threat, physical or verbal, directed

towards another student; fighting or any conflict that would create a precarious school.)

- **Assault** – Any student charged with assault will be suspended from school for at least five (5) days.
- **Fighting** – No student shall intentionally hit, shove, scratch, bite, block the passage of, or throw objects at a student or other person. A student who is attacked may use reasonable force in self-defense, but only to the extent to free himself from the attack and notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight.
- **Precairous situation** – No student shall take any action or make any comments or written messages (including things on any social media site) intended to cause others to fight or which might reasonably be expected to result in a fight. Police will be called by the principal whenever appropriate.

### **Minor Theft**

Left to the discretion of the administration. Disciplinary action will be determined according to value/content, and circumstances surrounding the theft.

### **Student Disorder**

A student or group of students who is involved in student disorder, which includes seizure of a building or grounds or attempted control of such, or any type of disorder which attempts to disrupt the activities of the school by sit-ins, walk-outs, boycotts of classes, etc., will be subject to suspension or expulsion.

### **Threats/Intimidation**

A student who attempts to blackmail, intimidate or bully another student or a staff member or who makes bodily or intimidating threats will be subject to suspension or expulsion. (Included is extortion which is the act of obtaining money or other things of value from a person by threat or accusing or revealing injurious information.)

### **Tobacco/Electronic Cigarette Use**

NFHS prohibits the use of products containing tobacco and/or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, and electronic nicotine delivery systems, such as electronic cigarettes, electronic hookahs, and other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products any time. Contraband will be confiscated and will not be returned.

The following outlines the actions to be taken with students who violate this above policy:

1<sup>st</sup> Offense - The student and parents will be notified by an administrator that a parent conference must be held. The student will remain in school and follow normal class schedule for the remainder of the school day. The parent conference can be conducted the same day or the next morning. The purpose of the conference is to review the policy and enforcement procedures and to determine the level of parental support. Information on the harmful effect of tobacco will be shared with parents and student. Two Saturday Detentions will be assigned.

2<sup>nd</sup> Offense - The student will receive three days of In-School Suspension (ISS). The parents will be notified in writing and will be advised that the third offense will lead to long-term suspension.

3<sup>rd</sup> Offense – The student will receive three days Out-of-School Suspension (OSS) and written notification.

4th Offense – Expulsion

**Under the Influence of Drugs/Alcohol** - No student shall use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, any alcoholic beverages, non-alcoholic or pseudo-beer or any other intoxicating liquor, drug paraphernalia; or inhale or ingest any chemicals or products with the intention of altering the student's mood or behavior.

Violation of this policy may lead to expulsion. If, because of mitigating factors, an expulsion is felt to be inappropriate, the student may be suspended for six days and may be suspended from co-curricular activities (such as sports-related/band-related activities) for the remainder of the school year. The student may be asked to complete a Drug/Alcohol Intervention Program.

**LEVEL II OFFENSES**

<b>Discipline</b>	<b>First</b>	<b>Second</b>	<b>Third</b>	<b>Fourth</b>
<b>Theft (minor)</b>	2 days ISS Retribution	3 days OSS Potential Arrest, discipline contract	Recommended Expulsion	
<b>Fighting (Mutual)</b>	3 days OSS Potential Arrest	5 days OSS Potential Arrest	Potential Expulsion	
<b>Precarious Situation</b>	2 days ISS Admin Discretion	3 days OSS	Alt. Program	
<b>Defiance of School Authority</b>	3 days OSS Potential Expulsion and/or Arrest	5 days OSS Potential Expulsion and/or Arrest	Expulsion	
<b>Under Influence of Drugs/Alcohol</b>	Suspension/Expulsion Waiver: 3 days OSS & 3 days ISS; Rehab. Condition of Waiver: Parents are responsible for having agency contact school when entering and completing program. Must complete by end of school year.	Expulsion		
<b>Blackmail/Threats/Intimidation/Bullying</b>	3 days OSS Potential Arrest/Expulsion	Expulsion		
<b>Cyberbullying (Facebook, text messages, Twitter, etc.) if there is reference made to school or if done during school hours</b>	3 days OSS Potential Arrest/Expulsion	Expulsion		
<b>Student Disorder (Walkout, Protest)</b>	Minimum 2 days OSS Potential Arrest/Expulsion	Expulsion		
<b>Reckless Driving *Admin discretion based on severity</b>	Parking Privileges Suspended (2 weeks), Possible Charges	Parking Privileges Suspended (remainder of term); Possible Charges	Parking Privileges Suspended (remainder of year); 5 days OSS; Possible Charges	
<b>Smoking/Other Tobacco Use</b>	Two 4 hr. Sat. D-Halls Confiscate paraphernalia	3 days ISS Written Notification to Parents	3 days OSS Written Notification to Parents	Expulsion
<b>Failure to serve Sat. D-Hall</b>	2 days ISS	2 days OSS		
<b>Disrespect to School Official</b>	2 days ISS Admin Discretion	2 days OSS	5 days OSS	Alt. Program
<b>Abusive Language (racial/gender slurs, bigotry, malicious gossip)</b>	2 days ISS	3 days OSS	5 days OSS	Expulsion
<b>ISS Rule Violation</b>	1 hour detention	Saturday D-hall	2 days ISS	

## **LEVEL III VIOLATIONS**

### **Assault of Staff Member**

Any student who attempts to assault, or assaults, school personnel will be subject to permanent expulsion. This will include spitting on or at a teacher.

**Brawling-** Two or more students must not assault, attack, attempt to/or cause physical injury to another student or behave in such a way as could reasonably cause physical injury to another student. A student who commits such offenses will be subject to suspension or expulsion.

### **Bullying/Cyber Bullying**

Fort Mill Schools prohibit acts of harassment, intimidation or bullying of a student by students/ third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate students in a safe and orderly environment. This is true whether that harassment, intimidation or bullying takes place on school grounds, on a school bus or at a school related activity on or off school property.

The district defines harassment, intimidation or bullying as a gesture, electronic communication (i.e. Facebook/Twitter, text message), or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following: harming a student physically or emotionally, or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage; or insulting or demeaning a student or group of students causing substantial disruption in or substantial interference with the orderly operation of the school.

Students who feel they have been subjected to harassment, intimidation or bullying are encouraged to file a complaint in accordance with district procedures. Schools will investigate complaints promptly and

thoroughly. All school employees must report alleged violations of this policy to the principal. Other members of the school community, (students, parents/guardians, volunteers, visitors, etc.) are encouraged to report any act that may be a violation of this policy. Schools protect the identity of the victim or reporter of bullying or harassment to the extent allowed by law.

FMSD#4 prohibits retaliation or reprisal in any form against any student or employee who files a complaint/report of harassment, intimidation or bullying. The district will not allow anyone to make a false accusation against another person as a means of harassment, intimidation or bullying. A student who commits one or more acts of harassment, intimidation or bullying may receive consequences/appropriate remedial actions that range from positive behavioral interventions up to and including expulsion and/or referral to law enforcement.

Administrators determine the consequences according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Remedial measures will be designed to correct the problem behavior, prevent another occurrence of the problem and protect the victim of the act.

**Major Theft** –Serious thefts or repeated offenses may result in expulsion of the student. Discipline action will be determined according to value, content and circumstances surrounding the theft.

### **Possession of Drugs/Alcohol**

It is the policy of the board that the possession of marijuana or any other illegal drug or substance by any student while on school property or while engaged in any school sponsored or school connected activity is grounds for expulsion of such student. If, felt to be inappropriate, the student shall be suspended for ten days and

may be suspended from co-curricular activities (such as sports-related/band-related activities) for the remainder of the school year.

(No student shall possess, transmit, purchase, barter, distribute, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other controlled substance, any alcoholic beverages, non-alcoholic or pseudo-beer or any other intoxicating liquor, drug paraphernalia. No student will market or distribute any substance, which is represented to be or is substantially similar in color, shape, size or markings of a controlled substance.)

### **Possession/Use of Fireworks**

A student who is found with fireworks in his/her possession or discharges fireworks on the school grounds is subject to suspension for the first offense and expulsion for the second offense. (Fireworks include any explosive or incendiary devices including smoke bombs, stink bombs, and noise producing devices. Possession includes handling, transmitting, or using.

### **Sexual Offenses**

Sexual offenses include any sexual harassment or indecent exposure. Student may be subject to suspension or expulsion.

### **Sexual Harassment**

The district prohibits sexual harassment of students by district employees, other students or third parties. All students and employees must avoid any action or conduct which could be viewed as sexual harassment.

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the following occurs:

- Submission to or rejection of such conduct by an individual is used as

the basis for any decisions affecting a student.

- Such conduct has the purpose or effect of unreasonably interfering with a student's education or creating an intimidating, hostile or offensive school environment.

Any student who feels he/she has been subjected to sexual harassment is encouraged to file a complaint in accordance with administrative rule JI-R. All allegations will be investigated promptly and confidentially. The district prohibits retaliation or reprisal in any form against a student who has filed a complaint of sexual harassment.

### **OTHER**

Any act or acts which are not covered by these regulations and which are of such nature as to pose a threat to the physical or mental welfare of the students, the teachers, and other school personnel or which create a disruption in the orderly operation of any phase of the school program or any of its services or which cause destruction or defacement of any school property will subject offenders to suspension or expulsion. These acts may include forgery, committing arson, pulling fire alarms, making bomb threats, dialing 911, or hazing.

### **Repeated Minor Violations & Suspensions**

In cases where a written record substantiates repeated small violations by a given student, such student may be suspended or excluded. A student who is subject to repeated suspensions in any given year may be recommended for expulsion or alternative placement.

### **Vandalism**

Students who maliciously damage school property will reimburse the school the cost of damages incurred and will be subject to suspension or expulsion.

**Weapon Possession**

No student will bring to school with him/her and/or have on his/her possession at school weapons, such as knives, pistols, brass knuckles, blackjacks, razor blades, mace, pepper spray, or facsimile/make-believe objects, or other objects used for the purpose of a weapon. A student who commits such offenses will be subject to suspension or expulsion.

Note: The board will expel any student who brings a firearm to school. The term firearm is defined extensively in the U.S. Code, but generally means a weapon (gun) or destructive device (explosive, incendiary). The period of expulsion will be no less than a year.



LEVEL III OFFENSES				
Discipline	First	Second	Third	Fourth
<b>Theft (major)</b>	Admin Discretion (Value, Content, Premeditation) Long Term Suspension (5 days) Possible Arrest/Expulsion	Expulsion		
<b>Brawling/Lynching (2 or more on 1)</b>	Long Term Suspension (5 days) Arrest Potential Expulsion	Expulsion		
<b>Weapon Possession</b>	Arrest Expulsion Confiscate Weapon			
<b>Malicious Damage to School Property</b>	Minimum 2 days OSS Retribution	Retribution Expulsion		
<b>Assault to School Personnel</b>	Arrest Expulsion			
<b>Drug/Alcohol Possession</b>	Long Term Suspension (5 days) Potential Arrest Potential Expulsion Waiver: 5 days OSS/ 5 days ISS/Rehab			
<b>Fireworks, smoke bombs, etc.</b>	2 days OSS	Potential Expulsion		
<b>Accumulated Suspensions</b>	On 3rd suspension, recommend for Alt. Prog.			
<b>Indecent Exposure</b>	3 days OSS Parent Conference	Expulsion		
<b>Excessive Time Out Referrals</b>	3rd for same teacher; 4 hr. Sat. D-Hall			
<b>Sexual Harassment</b>	3 days OSS Parent Conference	Expulsion		
<b>Assault</b>	5 days OSS Arrest	Expulsion		

**BEHAVIOR CONTRACTS ON 2nd OSS or 3rd ISS....Admin Discretion.**



## **Disciplinary Consequences**

School Board policy provides consequence guidelines for Code of Conduct violations.

### **Detention**

After school detention will be held on Tuesday, Wednesday, and Thursday for one hour. Detentions may be used for handling minor infractions of school rules. It is the student's responsibility to arrange his/her own transportation home after detention hall.

FAILURE TO SERVE A DETENTION WILL RESULT IN **DOUBLING** THE DETENTION. IF THE DETENTION STILL IS NOT SERVED, THE STUDENT WILL BE SUBJECT TO OUT OF SCHOOL SUSPENSION.

### **Saturday Detention (D-Hall)**

Saturday detention (D-Hall) will be held from 8:00am - 12:00pm. Student must provide his/her own transportation. Any student who misses an assigned detention hall will be given two days of ISS. Once a student has broken the Saturday D-Hall contract (i.e. failure to show), they are no longer eligible for Saturday D-Hall. They may be assigned 2 days ISS/OSS instead. Additional Saturday D-Hall assignments will be left to administrator's discretion.

### **Suspension**

A student may be suspended from school for up to 10 school days for one offense. A principal may not suspend a student from school during the last 10 days of a school year without the approval of the superintendent if the suspension would make the student ineligible to receive credit for the school year. An exception to this rule would be if the presence of the student constitutes an actual threat to a class or a school. Students who exhibit serious disciplinary behavior may be suspended from school immediately. A student may not be suspended for more than a total of 30 days in a school year. Prior to suspending a student from class or school, the

principal will give an oral statement of the charges and, if the student denies them, an explanation of the evidence. The student will have an opportunity to present his or her version of what happened.

When a student is suspended, the principal will attempt to contact the parent/guardian to request that the parent/guardian pick the student up from school. Otherwise the student will stay at school until the end of the school day. Occasionally a principal will ask a student to leave immediately and that student may be removed from school grounds immediately.

The principal will notify the parent/guardian in writing, giving the reason for such suspension and setting a time and place for a conference. If, after the conference, the parent/guardian believes the suspension was unjustified, they may appeal to the Assistant Supt. of Administration and Student Services.

An appeal can subsequently be made to the Superintendent. A suspended student may not enter the school or school grounds, attend any day or night school function, or ride a school bus, except for a prearranged conference with an administrator. Students who have been suspended will have the opportunity to make up all school work missed.

### **Expulsion**

From time to time the district must expel students from school. These students are either a threat to the safety and welfare of other students or have exhibited behavior that is disruptive to the school and which requires serious disciplinary measures.

When a student is expelled, that student cannot attend school, cannot ride a school bus at any time, cannot come on any school grounds, cannot attend any program at any

school during the day or night, and cannot attend any school-sponsored or school related activity on or off school property. If a student's behavior or actions warrant possible expulsion, the principal can suspend the student for up to 10 days and recommends to the district hearing officer that the student be expelled. The school notifies the student's parent/guardian, in writing, of the alleged infraction(s) and provides a summary of the evidence against the student, the time and place of a hearing, and the rights of the parent/guardian and student.

### **Expulsion Hearings**

The principal or his/her representative, student, parent/guardian and an individual who represent the student (such as an attorney) may attend the hearing. The principal and the student (or their representatives) may present witnesses or witnesses' statements and, within the discretion of the district hearing officer, cross-examine the witnesses who are presented.

The parent/guardian and/or student representative will be given an opportunity to argue their position and express their views on the case. If the district hearing officer determines that grounds for expulsion exist; he may expel the student for the remainder of the school year or give the student punishment other than expulsion, such as a referral to an Alternate Program.

State law (59-65-80) does not require school districts to enroll a student who has been or may be expelled or suspended by a board of trustees of a district or any other person acting with authority from the board.

### **Appeals**

The student or his/her parent/guardian may appeal the district hearing officer's decision by requesting a hearing with the Board of Trustees.

## **INSTRUCTIONAL SERVICES**

### **Academic Plans**

Nation Ford High School is structured on a four period day/semester schedule. This concentrated semester schedule is designed to help students succeed. The planning process between the student, parents and the guidance department is essential for academic success. Parent conferences are encouraged and may be held at any time during the school year by calling the Guidance Office 835-0000. The ultimate responsibility for the student's four-year academic plan is based on the decisions of the student and parents. Additional information may be found in the 2016-2017 Program of Studies or by calling the Guidance Office.

### **Credit Recovery**

#### **Purpose:**

The purpose of content recovery is to assist high school students who fail to pass a core class but receive a grade of 55-59.

#### **General Information:**

1. A grade of Pass is awarded upon 60% mastery of objectives.
2. A pre-assessment will provide a list of objectives for completion during the program.
3. The student is finished upon mastery of defined objectives.
4. The student will work at his/her own pace within the dates and times allowed.

#### **Subject Areas:**

1. English
2. Math
3. Science
4. Social Studies

Courses are offered in a computer lab using PLATO technology. Only courses needed for graduation are offered.

### **Dropping/Adding Courses**

All students in grades 9-11 will be required to take 8 units of coursework. All students are expected to take English and Math every year. **Once a student is scheduled into a course, she/he will not be able to change or drop the course.** All class schedules are final the first day of school.

### **Grade Reporting**

Students will be issued midterm reports at the 3-week mark and report cards at the end of each 6-week marking period. The report card dates are listed on the Fort Mill School District calendar. Students will be graded on the State Uniform Grading Policy.

The district uses the following marking system based on the South Carolina Uniform Grading Policy as required by state law:

90 to 100	A
80 to 89	B
70 to 79	C
60 to 69	D
0 to 59	F

### **South Carolina Ten Point Grading Scale**

On April 12, 2016, the South Carolina State Board of Education voted to implement a 10-point grading scale effective in the 2016-2017 school year.

This 10-point grading scale will:

- replace the previous 7-point grading scale.
- become effective on August 15, 2016.
- NOT be retroactive.
- cover all high school courses as well as high school courses taught in middle school.
- also be used as the grading policy for grades 2 – 12 (pending Fort Mill School Board approval).

## **GUIDANCE**

### **Education/Career Planning**

Counselors assist students in the planning of a high school program that will help them to realize their educational and career goals. Each student has an individual conference with a counselor at least once each year in which they review the student's progress and make plans for the next year. Additional conferences may be held at any time during the year at the request of the student.

### **Post-Secondary Education**

The area of post-high school education (College, Technical School, etc.) is a major concern of the Guidance Counselors. Counselors aid students in selecting the schools which meet their needs.

### **Services rendered**

**Information** - Catalogs and other materials describing the educational programs and entrance requirements of schools throughout the country are available in the Guidance Office.

**Admissions Tests** – Information regarding ACT, SAT, PSAT, and any other test necessary to gain admission to colleges are available in the Guidance Office.

**Application forms** -Counselors assist the students in obtaining and filling out forms.

### **Financial Aid and Scholarships**

Information and application forms relating to the many types of financial aid available at post-secondary schools are available in the Guidance Office and on the Guidance web site.

### **Career Goals**

Career planning is another important area in which counselors work with students. Two major goals in this area are the following: (1) to make the students aware of the many

vocational/career areas available in our society; and (2) to assist students in determining which vocational areas are most related to their individual interests and abilities. Two means used to accomplish the above goals are (a) vocational literature that provides information in the areas of job descriptions, training programs, working conditions, and salaries for most occupations; and (b) testing.

### **Personal Counseling**

Guidance counselors are committed to helping students make adjustments to difficult situations they encounter. By actively working with students, the counselor strives to help the student adjust in areas as peer relations, school adjustment, self-concept development, and human relations skills. This service is available to all students at their request.

### **School Counselor Caseload**

#### **10<sup>th</sup>-12<sup>th</sup> Grade**

**Last Name A-E – Market**

**Last Name F-Li – Russell**

**Last Name Lo-Sa – Bednarz**

**Last Name Sc-Z - Dreher**

#### **9<sup>th</sup> Grade**

**Last Name A-L – Duncan**

**Last Name M-Z – McKenzie**

### **Release of Records**

The Family Educational and Privacy Act of 1974 require the following procedures to be observed in the release of school records:

- School records cannot be released to any individual or agency (employer, government agency, etc.) without the written consent of a student's parent or guardian. If the student is 18 years of age, he/she may sign for the release of his/her records.
- School records will be released, without written consent of parent or guardian, to officials of other educational institutions

in which the student intends to enroll. The student's parents or guardian must be notified of the transfer, and they may receive a copy of the record if they desire.

### **CONFIDENTIALITY**

The issue of confidentiality is involved in every counseling interaction. It is important to inform students prior to beginning the counselor/student relationship that there are possible limitations that may affect the relationship. Counselors know their limitations and will not act beyond the bounds of their professional qualifications, but will refer students to community resources when appropriate.

- Whether the topic of confidentiality is discussed or not, all communications between the student and the counselor are, in fact, confidential (Exception: see #'s 5, 6 and 7 below.)
- Informal discussion of the student records with persons not directly involved is a breach of confidentiality. Records may be discussed with another professional when the focus of the discussion is on helping the student.
- A list of persons who have expertise in legal/ethical issues in school counseling will be available to counselors for the purpose of consultation. Other professionals include, but are not limited to, members of the student support team, professional counselors including school counselors, state department personnel, community mental health agencies, school/district administration, and other professionals in the field of counseling.
- Written or oral reports will present only data germane to the purposes of the report. Every effort is made to avoid undue invasion of privacy.

If a student has revealed information that indicates a violation of South Carolina laws regarding child welfare and/or protection,

then the counselor must inform the appropriate individuals, which may include parents, school authorities, and law enforcement agencies.

When a student has revealed information that indicates involvement in an activity that is likely to result in imminent danger to himself/herself or to someone else, the counselor will (a) try to persuade the student to discontinue the activity and (b) explain the counselor's responsibility to inform appropriate individuals. If steps (a) and (b) do not deter the student, the counselor is ethically bound to take reasonable personal action to inform responsible authorities and/or parents. However, depending on the nature of the situation the student's name may have to be revealed as soon as the counselor is aware of the situation. The individuals to be notified will be determined by the context of the situation and the counselor's judgment of which authority will best serve the needs of the student.

If the counselor is subpoenaed to testify in a legal proceeding but does not wish to reveal information to protect the student's best interests, the counselor may do the following:

- Become an agent of the student's attorney, that is, by revealing the student's case, the counselor may invoke the attorney-client privilege. (The attorney must raise the privilege in court for the counselor to be protected by it.)
- Request that the information be received in the judge's chamber rather than in open court.

Neither of these options guarantees the counselor's privilege not to reveal information.

In summary, the counselor-student relationship is private and requires compliance with confidentiality standards; school counselors, however, work with

minors and their legal responsibility is generally to the parents, whereas their ethical responsibility may be more to the student. Many times the legal and ethical requirements are not always in agreement, thus placing the counselor in a precarious position that must be balanced to ensure the rights of students and at the same time ensure the rights of the parents.

Applying ethical standards to practical situations is difficult because the students are minors in most cases. Moreover, there exists an ethical-legal responsibility to the school district. The literature recommends that students should have control over the release of information that results from their choosing to engage in the counseling process, and the student can bring suit against the counselor for revealing confidential information without his/her permission.

Counselors must become familiar with local, state and federal laws as well as follow the professional guidelines for their code of ethics. School Professionals are important advocates for your child's development. In order to foster effective communication, we ask that you consider the following:

- Encourage your child to communicate concerns to the teacher.
- When contacting a teacher, counselor or administrators, clearly state the subject of your inquiry. Keep communications to the point. Brief, concise statements allow clear consideration of important points.
- Schedule conferences through the guidance office 835-0034. If you are unable to attend, please inform guidance as soon as possible.
- Conferences will be conducted with mutual consideration and courtesy. Expect a conference to be terminated when behavior is inappropriate.
- Classroom and administrative policies are implemented on the basis

of many factors. Policies are not altered for the benefit of one student.

### **HONOR CODE**

Nation Ford High School encourages students to maintain high standards of academic integrity and honesty. In an effort to clarify expectations for students, the following list provides examples of unacceptable acts of cheating:

- looking at another student's paper during a quiz, test or exam;
- revealing items to a student who has not yet taken a quiz, test or exam;
- copying other students' assignments designated as independent work (homework, worksheets, essays, research papers, test answers and lab reports);
- referring to unauthorized notes and materials during a quiz, test or exam;
- positioning your paper so that another student can see it during a quiz, test or exam;
- using unauthorized technological devices to complete or disseminate answers during a quiz, test or exam;
- using technological devices to secure work from another student's project;
- obtaining an unauthorized copy of a quiz, test or exam;
- plagiarizing a paper or using a paper written by another person (citation errors are handled during the writing process by classroom teachers) and/or plagiarizing work from another student's project.

Teachers and administrators will treat cheating as a serious matter. Teachers will review the evidence of any misconduct with the appropriate administrator. All substantiated infractions will result in the grade being affected. Parents/guardians will be notified. A zero will be recorded for the assignment, and there will be no opportunity for make-up work.

### **MAKE UP WORK**

Fort Mill School District Policy JH-R allows five (5) days for makeup work. If a student misses a class, it is solely his or her responsibility to consult with the teacher on the first day back concerning make-up work or missed assignments. If a student misses an assigned test, it is his or her responsibility to contact the teacher to make up the test within the time limit determined by the teacher. The fact that an absence from class is excused does not relieve the student of the responsibility of making up the work. Each teacher will establish, explain, and post procedures, and time limits for making up work for excused and unexcused absences.

### **MEDIA CENTER**

#### **Media Center Policies & Procedures**

The Media Center provides books, reference materials, media, and magazines for personal and class assignment activities. The Media Center is open 30 minutes before school and 30 minutes after school (8:10am - 4:10pm). We are happy to have you in the Media Center, but during class time school policy requires that you bring a signed, dated pass from a teacher or another staff member. Please take your pass to a member of the Media Center staff as soon as you arrive. Also please remember to get your pass signed before you leave and take it with you back to class.

You are also welcome in the Media Center during lunch; however, you must be aware of the needs of others and keep noise to a minimum. If classes are scheduled during lunchtime, individual visits may be limited. All horseplay is prohibited in the Media Center. Food, drink and gum are not allowed in the Media Center. Please treat others (including the Media Center staff) with respect and kindness while in the Media Center.

### **Printing and Copying**

The Media Center has black/white and color printers, a copier and a scanner for student use. To offset the cost of printing, students are required to pay five (5) cents per sheet for black and white prints and copies and fifteen (15) per sheet for color prints. Please ask the Media Center staff before you print.

### **Circulation**

Students can check out as many books as they like from the Media Center. Most books are checked out for two weeks and may be renewed if not requested by another person. Books are considered overdue after the initial two weeks. You must bring the book to the Media Center to renew it. If you have an overdue book, no additional books may be checked out until the overdue book is returned.

### **Lost/Damaged Books**

Replacement cost must be paid for lost books. Please search diligently for your book before you pay for it. We would much rather have the books than your money. You will also be charged replacement cost for the books that are damaged beyond repair. The Media Center staff will determine fines for minor damage to books. Please let us know as soon as possible if you have damaged a book.

### **PARENT PORTAL**

Parent portal allows parents and students to view student grades online at a secure website. Login instructions are located on the school home page. It is important to remember that teachers will need time to completely grade assignments prior to posting grades. Due to their nature, some assignments will take longer to grade and post. If you need assistance logging in, please contact the guidance receptionist.

Parent portal is located at the following web address:

<https://fortmill.powerschool.com/public/home.html>

### **SEMESTER EXAMS**

Exams will be held in the last week of the 1<sup>st</sup> term and the last week of the 2<sup>nd</sup> term. All exams count 10% of the final average, except for Algebra 1, Intermediate Algebra, Biology 1, English 1 and US History. According to state regulations, the end of course exams in these subjects will count 20% of the final average. Everyone will take an exam on the day the exam is scheduled unless prior approval by the principal has been given.

### **SENIOR EXAM POLICY**

Only seniors will be allowed to exempt final exams. They must meet the following criteria:

- Have an 80 or higher average.
- Have no more than 3 unexcused absences.
- Have not been assigned to ISS or OSS.

### **UNIFORM GRADING SCALE**

All students will have their GPA and class rank computed using the State Uniform Grading Policy guidelines and conversion scale. (*This conversion scale may be found in the 2016-2017 Program of Studies.*) The State Uniform Grading Policy requires the following guidelines for all students:

- Students who withdraw from a course after 5 days will be assigned a WF plus a grade of 51 that will be calculated in the student's overall GPA.
- Students may retake the same course at the same difficulty level under the following conditions:
  - Only courses in which a grade of a D or F was earned may be retaken.

- The course in which a D or F was earned may only be retaken during the current academic year or no later than the next academic school year.
- The student's record will reflect all courses taken and the grade earned with the following exception:

Note: Students taking courses for a Carnegie unit prior to their 9<sup>th</sup> grade year may retake any such course during their 9<sup>th</sup> grade year. In this case, only the 9<sup>th</sup> grade retake grade will be used in figuring the student's GPA and only the 9<sup>th</sup> grade attempt will show on the transcript. This rule will apply whether the grade earned is higher or lower than the pre-ninth grade attempt.

### **TEXTBOOK PROCEDURES**

Students are issued state-owned textbooks free of charge. Each text will have an

identification number that will be assigned to the student. It is the student's sole responsibility to keep textbooks, at minimum, in the same condition when issued. If a text is lost or returned showing excessive signs of wear or abuse, the student will be charged for full replacement costs. Students are still responsible for textbooks even if they choose to leave books in the classroom. Students failing to return or pay for damaged texts will not be issued texts for the next term. In addition, the school reserves the option of holding student records for any student failing to clear textbook charges. Seniors will not be allowed to participate in graduation until all textbook charges are cleared. Records of lost or damaged texts are kept in the bookkeeper's office as well as a state level electronic database. Textbook charges will be paid to the school bookkeeper. Students are encouraged to use book covers.

### **CONSENT TO CONTACT**

Under a federal consumer protection law, schools need parent/guardian permission to receive automated or prerecorded calls to a cell number. At the beginning of the year, you provided contact information, including the number to which these automated calls should be directed, that the District will use to keep you informed. Should you choose to revoke consent to receive automated calls/texts on your cell phone, you may do so by notifying the District of your revocation. Please contact Barbara Boyd at 835-0015 for that purpose. If you revoke consent for automated and prerecorded calls to your cell number, you may not receive time-sensitive information.

The District requires that you provide notice of any changes in contact information (physical address and telephone numbers) to the District within 10 days. This includes any change in the cell number you provided to the District. Correct contact information is needed so that the District may provide you with information regarding school operations and any specific concerns related to your student. Should you fail to provide the District updated contact information, including notification that a cell phone number you have given the District has been disconnected or reassigned, please be aware that the District disclaims liability for any alleged damages resulting from your failure to do so.